



Volunteering at the Anglo European School



A Memorandum of Understanding

As a publicly funded state school which aspires to the highest standards of educational excellence, the Anglo European School welcomes volunteers to work alongside its professional teaching and support staff.

All staff are expected to embrace, support and uphold the aims of the school and its distinctive values and ethos both within the school community and beyond (see Mission Statement).

All adults in a school, whatever their role, contribute to the education of young people and serve as role models for them. This Memorandum is designed to give status to our volunteers and to assist them in fulfilling their role.

All volunteers will be subject to an application process leading to an interview with a senior member of staff. A self-disclosure form (SD2) will also be required together with two references from recent employers. A Disquali

fication Disclosure Form may also be required.

An enhanced DBS check will be required if the volunteer is to be involved in Regulated Activity, and the school may, in any case, require such a check to be undertaken. The school will meet the cost of such checks.

Please note that it is illegal for anyone to undertake Regulated Activity who is barred from working with children or to apply for, or work (including volunteering) in a school.

The appointment will be made for one month in the first instance. At this point the volunteer may decide to leave or the school may wish to bring the agreement to an end. It is good practice for either party to provide a reason in writing.

On appointment, the volunteer will be provided with access to a staff handbook (which includes the Staff Code of Conduct) and to an induction programme. Volunteers will also be expected to familiarise themselves with our safeguarding procedure.

Volunteers can contribute to the success of the school in a variety of ways including;

- Support for literacy and/or numeracy
- Administrative support
- Mentoring of individual students
- Supervision of activities including running clubs at lunchtime and after school.
- Coaching in sport or the arts
- Event management
- Basic site maintenance such as painting and decorating

A job description shall be issued with the application form.

Volunteers will be allocated a line manager.

Review meetings shall take place after two weeks and every term thereafter. The purpose of such meetings being to ensure that there are shared expectations about the nature of the work to be undertaken and any refinements made.

Whilst the school can be flexible it is expected that volunteers will work to a set pattern of hours agreed on appointment and reviewed at review meetings, or at other times by agreement.

Volunteers shall be welcome to attend school functions and benefit from complementary tickets available to all staff.

Volunteers shall also be invited to attend end of term lunches and other whole staff functions.

Should a volunteer have any issues in relation to their own children who are students at the school they should follow the normal procedures. They should not use their role as a school volunteer to gain advantage for their child/children or undermine recognised school procedures.

Volunteers will be bound by normal expectations in relation to confidentiality and should not discuss any information about a student or a member of staff other than with the relevant colleagues in the school.

All staff, including volunteers, are bound by all policies relating to staff conduct.

Volunteer:

Senior Member of Staff:

Signed:

Signed:

Name:

Name:

Date:

Date: